

Emergency Contacts

From your Portal Page, click on '**Emergency Contacts**', the following screen will appear.

Emergency Contacts

Contact Name	Relationship to Employee		
Walleye Fisherman	Spouse	Edit	Delete

Primary Contact: Walleye Fisherman [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Home and Mailing Address](#)

On the above screen you may edit, delete, add, or change your Emergency Contact information.

To enter additional emergency contacts click on the '**Add an Emergency Contact**' button and the following screen will appear.

***Contact Name:** ←

***Relationship to Employee:** ▼ ←

Address and Telephone

☒ Contact has the same address as the employee ←

☐ Contact has the same telephone number as the employee

Address Type: ▼

Employee's Current Address

Country: United States

Address: 7350 HIGHTOP LN
BISMARCK, ND 58503-6390
BURLEIGH

Phone


Telephone: ←

Other Telephone Numbers

<u>*Phone Type</u>	<u>Phone Number</u>
<input type="button" value="Add a Phone Number"/>	

[Return to Emergency Contacts](#)

Contact Name – Enter the name (last name, first name) of the emergency contact person.

Relationship to Employee – Click the  to select the appropriate value from the drop down selections.

If the contact person has the same address and phone number as you, check the **Same Address/Phone as Employee** box. If not, click the Edit Address link and enter the address information as appropriate.

Phone – Enter the phone number for the emergency contact person.


If you need to enter additional phone numbers for the contact person, click the '**Add a Phone Number**' box.

Other Telephone Numbers

<u>*Phone Type</u>	<u>Phone Number</u>	
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="Add a Phone Number"/>		

* Required Field

[Return to Emergency Contacts](#)

Phone Type – Click the  to select the type of phone number (e.g. cellular, pager, etc.) from the drop down selections.

Phone – Enter the phone number for the type selected.

Click  to save all emergency contact information.

To change the primary emergency contacts click on the '**Change an Emergency Contacts**' button and the following screen will appear.


Emergency Contacts


Change Primary Contact

Primary Contact: Walleye Fisherman


Save

[Return to Emergency Contacts](#)

Primary Contacts – Click the  to select the appropriate value from the drop down selections.

Click  to save all emergency contact information.

Save Confirmation

 The Save was successful.

OK